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Law Library Annual Report 1997-1998

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COLLEGE OF LAW LIBRARY ANNUAL REPORT, 1997/98

INTRODUCTION

During 1997/98 three law librarians left GSU to pursue other career opportunities. Ladd Brown, Acquisitions/Serial Librarian, accepted a position at Virginia Tech, allowing him to live in the mountains. Nan Deel, Electronic Services Librarian, accepted a half-time position in a law firm, allowing her more time with her family. Lisa Smith-Butler, accepted a promotion as the Associate Director at Nova University in Florida. During the summer months, we will search for two new librarians. On a brighter note, Karen Deelman began work as our Acquisitions/Serials Librarian on April 13, 1998. Karen comes to us from George Washington University Law Library with many years of experience.

GEORGIA STATE UNIVERSITY

College of

Law Library

ANNUAL REPORT

We also made progress in increasing the permanent funding of the acquisitions budget. We are able to expand our treatise collection and avoid canceling subscriptions. In August 1997, the students obtained a brand new lab. We purchased new machines and upgraded the room. During the fall semester, we initiated the Paw Print program, which has curtailed excessive printing. And we obtained Quality Improvement Funds to network the carrels. The networking will allow the students to use their laptops in the carrels.

1997/98

During the year, I have served on the University Center Committee in an attempt to secure the first floor of the University Center outside the back door of the library. We will obtain the Game Room this summer. Our space needs will become critical in 2000, therefore it is crucial that we obtain the entire first floor.

The Annual Reports from the four library faculty members, Rhea Ballard-Thrower (Associate Librarian), Nancy Deel (Electronic Services Librarian), Edna Dixon (Catalog Librarian), Lisa Smith Butler (Public Services Librarian) and from Joe Morris (Reference Specialist) detail the work of their departments.

Nancy P. Johnson
Law Librarian
Professor of Law

ADMINISTRATIVE COLLEGE OF LAW LIBRARY ANNUAL REPORT, 1997/98

The attached organization chart reflects the administrative structure of the Law Library. The library staffing includes 6 librarians, 12 FTE staff members, and approximately 4 FTE student assistants.

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Scott Gray	Library Technical Assistant (Accounting/Serials)
Patricia Joseph	Library Assistant I (.5 FTE) (Circ.)
Lee Walraven	Administrative Coordinator (.75 FTE)
Yolanda Daniels	Computer Services Spec. I (Micro/Lab)
Eugene Jackson	Library Assistant II (.5 FTE) (Processing)
Joe Morris	Library Reference Specialist

LIBRARY HOURS AND USERS

Over the preceding twelve months, 203,045 visits were recorded. This figure translates into 16,920 visits per month. Beyond serving the students and faculty, the Library is open to attorneys and laypersons of the legal community. According to our attorney database, attorneys used the Library

ADMINISTRATIVE STRUCTURE AND PERSONNEL

The attached organization chart reflects the administrative structure of the Law Library (see the appendix). The library staffing includes 6 librarians, 12 FTE staff members, and approximately 4 FTE student assistants.

Librarians

Name	Position
Nancy Johnson	Law Librarian/Professor of Law
Rhea Ballard-Thrower	Associate Librarian/Librarian III
Karen Douglas	Acquisitions/Serials Librarian/Librarian II
	Electronic Services Librarian/Librarian
Edna Dixon	Catalog Librarian/Librarian II
	Public Services Librarian/Librarian

Staff Members

Name	Position
Matt Brooks	Computer Services Assistant (.5 FTE)
Beth Bercaw	Library Assistant I (Outreach/Photocopy) (.5 FTE)
Daisy Smith	Administrative Supervisor II (Circulation)
Julie Colgan	Library Technical Assistant (Acquisitions)
Sonya Williams	Library Assistant I (Circulation)
Juanita Wheeler	Stacks Supervisor
Monica Pitts	Library Assistant II (Circulation)
Pamela Willis	Library Technical Assistant (Cataloger)
Sherri Grady	Library Technical Assistant (Accounting/Serials)
Finiana Joseph	Library Assistant I (.5 FTE) (Circ.)
Dee Walraven	Administrative Coordinator (.75 FTE)
Yolanda Daniels	Computer Services Spec. I (Micro/Lab)
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LIBRARY HOURS AND USERS

For the preceding twelve months, 203,045 visits were recorded. This figure translates into 16,920 visits per month. Beyond serving the students and faculty, the Library is open to attorneys and members of the legal community. According to our attorney database, attorneys used the Library

on more than 6,982 occasions during the year. This statistic has remained constant. During Fall 1998, the Law Library again solicited donations from our past donors. We now have an informal group of "Friends of the Law Library."

The library is open 105 hours per week or 5,355 hours per year. We maintain the same number of hours throughout the year, including semester breaks. We are exploring curtailing library hours during the breaks since the entire university will be on semesters.

SERVICES

The Reference Librarians provide a total of 76 hours of reference service each week. With the help of our GRA's and Reference Librarians, we provide reference assistance during every weekend. The librarians answered a total of 9076 questions during the year.

We assign each faculty member a library liaison. This librarian is in charge of all research requests, including interlibrary loans, for the faculty member. Interlibrary loans, both borrowing and lending, continue to be a valuable service for our faculty, students and the entire library community. Throughout the year, the library staff displayed various exhibits highlighting the works of guest speakers and faculty members. The librarians and staff stress high quality customer service. Within the Law Library, we have an extensive Staff Development program with monthly meetings and special events.

For the first time, graduates will be given the opportunity to borrow materials from the Law Library with a donation of \$50/year. We had hoped that the graduates could use the Panther Card for check-out, however, it is not possible at this time.

COMPUTER SERVICES

Although most of our first year students own a computer (see survey results), the computer lab remains a very busy place in the law school. With e-mail, word processing and Folio, our computers are in constant use. Our students continue to access WESTLAW and LEXIS both at home and in our computer lab. Their usage of the computer assisted legal research totaled 11,817 hours. The usage of LEXIS is one-third that of WESTLAW. The librarians and staff use the wealth of information available on the Internet. This is the second year that exams are available electronically for our students.

To implement the "Statewide Library System" or Galileo 2 project, we are investigating several different automated systems. The funding for the new system will come from the Georgia Legislature as phase two of the Galileo project.

LIBRARY COLLECTION

The following figures summarize the size of the collection as reported to the ABA in Fall, 1997:

VOLUMES 137,564

TITLES.....46,699

MICROFORM REELS5,587

MICROFICHE577,185

MICRO, VOL. EQUIVALENTS124,133

SERIAL SUBSCRIPTIONS.....3,548

AUDIO/VIDEO1,015

CD-ROM TITLES10

The library's hardcopy title count of 46,699 ranks GSU 18 out of 38 southeastern law school libraries that report their statistics to the ABA. Since our library does not duplicate many of our titles, the title count is a good indication of the quality of our collection. This ranking has remained the same for most years. Since 1990, our collection has grown at a constant pace. Our volume count of 137,564 ranks the GSU library at 32 out of 38 southeastern law libraries. Since the law school has existed for 16 years, this ranking is expected. This ranking has also remained constant for most years.

As a selective depository for Government Printing Office (GPO) documents, we currently receive 5.02% of the materials available from GPO. This percentage translates into 500 titles.

PHYSICAL FACILITIES

In the year 2000, the Law Library will be out of shelf space. I have proposed expanding the Law Library to Collins Street to gain additional square feet. The law school has participated in a Master Space Plan. The Law Library has a separate document that addresses space needs. Our space needs are a concern of the American Bar Association, who will reevaluate the College of Law in 1999.

BUDGET

The university has made progress in the permanent funding of the law library's acquisitions budget. An additional \$75,000 of permanent funding was added to the acquisitions budget for FY98 resulting in a total permanent funding of \$656,000. For equipment funds, we continue to rely on the law school's ability to obtain one-time funding.

ORGANIZATION CHART

1998

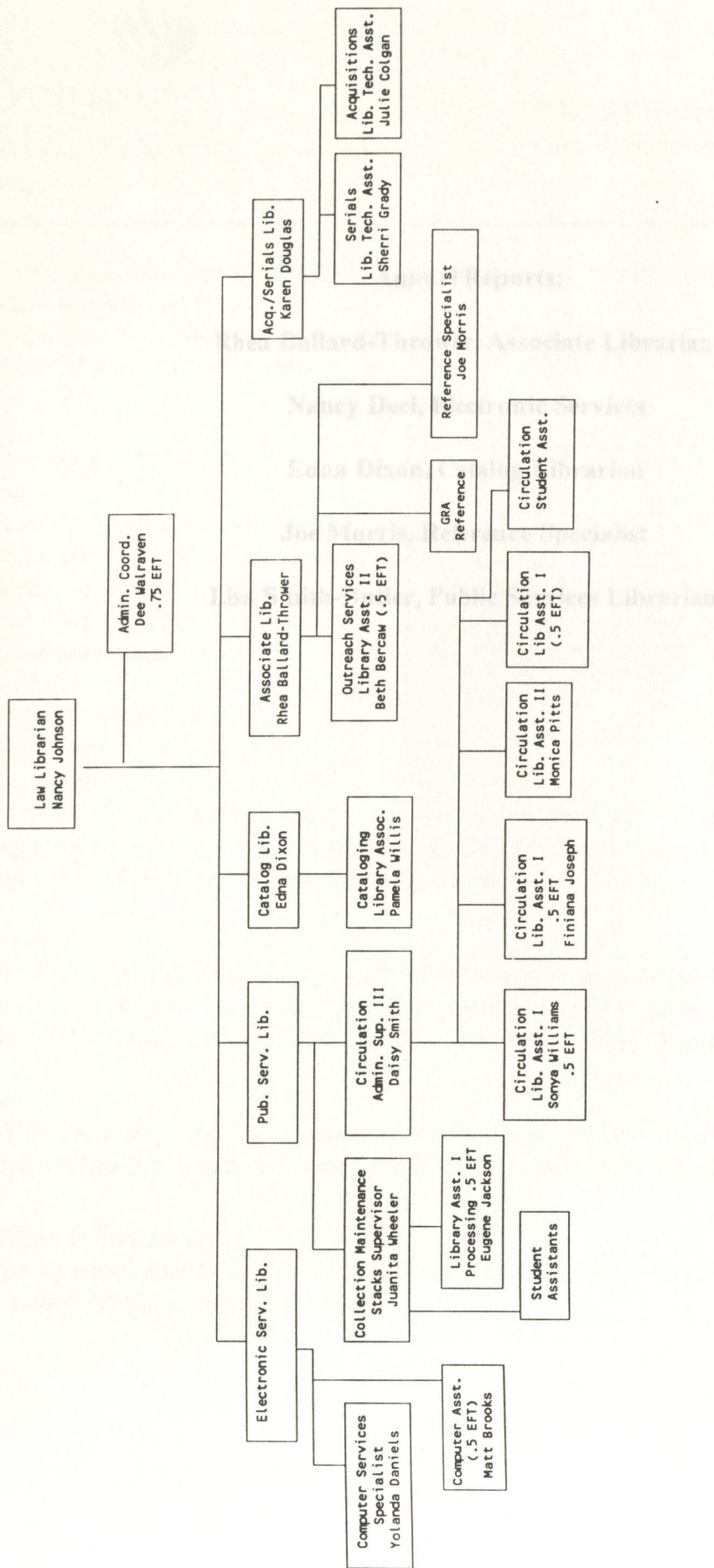
1998/99 GOALS

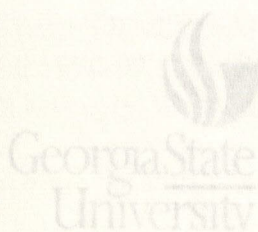
1. To continue to revise and update *Georgia Legal Documents: An Annotated Bibliography*, which is part of the *State Documents Bibliography Series* sponsored by the Government Documents Special Interest Section of the American Association of Law Libraries.
2. To update the *Federal Documents Procedure Manual*, including changing its name to the *Government Documents Manual*.
3. To obtain two rooms on Collins Street for remote storage for the library and eventually obtain the remaining space on Collins Street.
4. To upgrade all staff and OLLI terminals to Windows 95, along with updating the connections.
5. Clean up bibliographic records in preparation for new library system.
6. All departments will continue to update manuals.
7. Update the Faculty Bibliography and weed the Reserve Collection.
8. Work on a plan for a safe library environment.
9. Hire two new librarians.
10. Obtain and implement a new automated library system

1998

LAW LIBRARY ORGANIZATION CHART

May, 1998





1997-98 Reference Annual Report Rhea Ballard-Thrower, Associate Librarian January 1998

As Associate Librarian, I am responsible for the reference department activities, outreach services and staff

development. The following is an overview of what was accomplished during 1997.

Annual Reports:

Rhea Ballard-Thrower, Associate Librarian

Nancy Deel, Electronic Services

Edna Dixon, Catalog Librarian

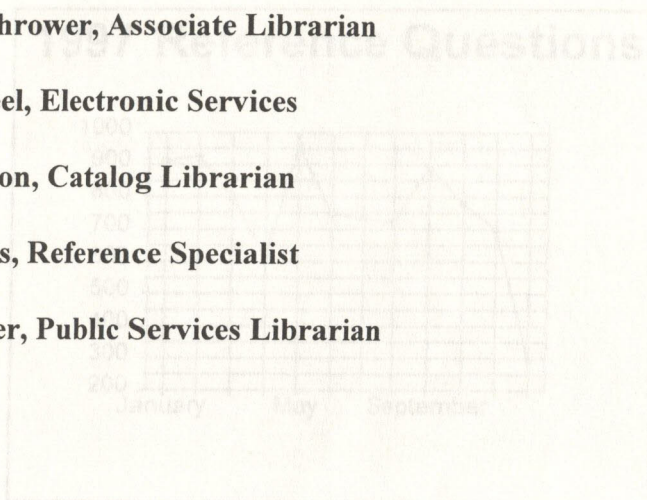
Joe Morris, Reference Specialist

Lisa Smith-Butler, Public Services Librarian

REFERENCE DEPARTMENT

Statistics

Reference answered a total of 2,115 questions for 1997. Sixty-six of those questions were answered via the Internet. May was the busiest month for questions with a total of 939.



Graduate Research Assistants

Darnell Crossland and Catherine

Reimert continued as GRAs for 1997.

In addition to Darnell and Catherine, two new GRAs worked at the Reference desk.

Dorsey Hopson worked during the week, while Catherine Rodrigue covered the desk on Saturdays. For 1997, the weekend GRAs answered a total of 1015 questions.

Reference Projects

For 1997, the Reference Department updated the reference manual and compiled an update to the Faculty Bibliography. For 1998, the Reference Department plans to weed the Reserve collection and do a 1998 update of the Faculty Bibliography.

Interns

For 1997, the library hosted two students from Clark Atlanta University School of Library and Information Studies. The two interns were Sherri Irvin and Paula Silvera.

OUTREACH SERVICES

Beth Bercaw continued to make photocopies of cases and articles for the law faculty. For 1997, Beth made 8582 photocopies for the faculty.



1997-98 Reference Annual Report

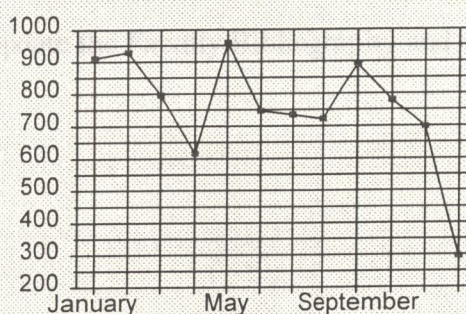
Rhea Ballard-Thrower, Associate Librarian
January 1998

As Associate Librarian, I am responsible for coordinating reference department activities, outreach services and staff development. The following is an overview of what was accomplished during 1997.

REFERENCE DEPARTMENT *Statistics*

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1997 Reference Questions



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STAFF DEVELOPMENT

For 1996-97, I coordinated the following staff activities:

In February, Paula Falero-Johnson spoke with the staff about the GSU Ombudsperson Office.

In May, the staff attended a Human Resources Dept. workshop on *Positive Work Ethics*.

In September, Carolyn Benne of the Consortium on Negotiation and Conflict Resolution showed the staff ways to resolve conflicts.

Lastly, feeling the Christmas spirit, the staff agreed to participate in Project Healthy Grandparents' Adopt-a-Family Program. The staff selected a family and gave them Christmas gifts.

1997-98 GOALS

For 1997-98, the Reference Department will update the Faculty Bibliography and weed the Reserve Collection.

A Brand New Lab for students

In August 1997, we upgraded the computer lab with Windows 95 machines. The lab has thirteen Dell 266 computers (Pentium II) with CD-ROM drives and 17-inch monitors. The lab consultant's station was also upgraded. The laser printer is an HP Laserjet 551.

The applications found on the desktop are:

Corel WordPerfect Suite 7

WordPerfect, Presentations, and Quattro Pro

Internet applications

Netscape, Internet Explorer, Panther, Tempo-Web, OLLI, FTP, and Acrobat Reader

Law-specific applications

CALL, E-Reserves, Westlaw, Lexis, Georgia CD-ROM products, Metes & Bounds (Bross), and Estates & Future Interests (Wiseman)

In addition, we moved the Interactive Courtroom station to the computer lab. It is a stand-alone station for the multimedia program which uses CD-ROM discs and headphones.

Lab Security

Until October 1997, we used a screen saver password on the lab machines. Librarians and staff gave the password to any law student who asked for it. The lab's security system was greatly enhanced when we instituted an individual login system in October. Each law student has a unique login id and password established by the computer center (IS&T). The login sequence first attaches to the main computer center to verify the login id. Only ids assigned to law students can login; others will be denied access at this point. Next the station logs into the network server here in the law library (Law1), which provides access to all applications. Using this system of dual-login, we are able to 1) limit access to law students, 2) participate in the Paw Print system, and 3) maintain control of the applications we provide. In addition to login security, we also installed security cables on each machine to ward off theft.



1997-98 Annual Report

Nancy Adams Deel, Electronic Services Librarian

March 1998

As Electronic Services Librarian, I am responsible for computer applications in the law library, supervision of the Computer Lab and the Media Center, and communications with other GSU departments, both within and outside the College of Law. The following is an overview of events and accomplishments since my last annual report dated March 1997.

COMPUTER LAB DEVELOPMENTS

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Paw Print: Print-cost recovery system

The Paw Print System was initiated by IS&T to solve the campus-wide problem of students' excessive printing in the computer labs. Working closely with IS&T's Mark Puckett and Jane Leonard, we instituted the system in our computer lab. The purpose of the system is to reduce wasteful printing in the labs. Students get a credit of 100 free prints on their Paw Print account each semester. The student's Paw Print account is tied to their individual network login id. If a student needs to print beyond the 100 prints, he or she pays five cents (\$.05) per page in advance of printing. GRAs have a special login id that allows unlimited printing for faculty work. Student groups use accounts with 100 free prints, and over that they must add credits to the account with their own funds.

I use the Paw Print Administrative web site to create new accounts and retrieve reports on lab usage. Lab staff and public services staff can use the web site to credit student accounts when there are problems. A Paw Print report from March 3, 1998 is attached.

Computer Lab Guides and Electronic Reserves

Matt prepared a collection of handouts for using the applications in the lab. As an illustration of the range of support we offer to law students, below is a list of the handouts that are available:

- Computer Lab Login Procedure
- Introduction to Internet E-Mail Using Pine
- How to Forward E-Mail from Panther
- Subscribing to E-Mail Discussion Lists on GSULaw
- Using Tempo-Web
- Transferring Files via FTP
- Using Special Paper in the Lab Printer
- List of E-Reserve Exams

The "List of E-Reserve Exams" is attached to this report. Matt reorganized the collection this year and the new list includes each individual file from the professors. Students can retrieve, and copy, the exam files using the E-Reserves icon on the desktop.

Law Student Survey Responses

Annual 1L Computer Survey

Once again I required the first-year class to complete a computer survey as part of the Westlaw/Lexis training. One hundred eighty-one (181) law students completed the survey. The results show that most law students prefer to use Microsoft Word for word-processing over WordPerfect (Word: 102, WP: 86). One hundred forty-eight (148) 1Ls have a desktop computer and 76 have laptop computers. Of the 165 students who indicated they have an e-mail address, 97 students listed their GSU Panther addresses and 101 indicated they use another service (Mindspring, AmericaOnline, or other). Detailed results from the survey are attached to this report.

Survey results indicated that 140 students have access to the web from a home computer or a laptop, or 77% of the first-year class. This is a great signal that our student body is ready for web-based teaching within the College of Law.

According to the 1L survey results for the past three years, it is clear we need to add Microsoft Word to the list of lab applications.

1998: 56% use Word, 47% use WordPerfect

1997: 61% use Word, 47% use WordPerfect

1996: 53% use Word, 58% use WordPerfect

Training Questionnaire

Linda Kittendorf (computer lab student assistant) prepared and distributed to student mailboxes a "Computer Training Questionnaire" to identify the computer training needs. Twenty-four surveys were completed. The majority of responses indicated an interest in 1) various Internet functions, including e-mail, discussion lists, and FTP, 2) word processing, and 3) CALI. After the results were compiled, Linda held three training classes on basic e-mail and Internet functions on various days and times. A total of four students attended the classes. Linda has also offered one-on-one training with students as requested. Starting with the March "Student Events Calendar," we have indicated Linda's Monday hours as Computer Training Sessions and these are advertised using the law students' electronic distribution lists. We hope the students will take advantage of Linda's expertise.

Westlaw and Lexis developments

Software

This was a very busy year for Westlaw and Lexis support. Both services provided new software in the Fall: Westmate 6.3, which incorporated KeyCite and Lexis 7.0, a new graphical interface for Lexis-Nexis research. I coordinated the distribution of this software to students, both during the fall semester for 2Ls and 3Ls and during January to the 1Ls.

Dedicated equipment replaced

The dedicated Westlaw and Lexis machines that were in the lab were replaced by the new Dell machines in August. Terminals in the Career Services department and in the law review office have also been replaced. We still use dedicated Westlaw and Lexis terminals in the OLLI alcove and in the Moot Court office. The dedicated terminals use modems and phone lines to access the services. All other access points are through the network using the Internet.

Westlaw and Lexis continue to own the laser printers and will pay for printer supplies through July 1998. The deskjet printers, formerly owned by West and Lexis, have been installed throughout the library to replace dot-matrix printers. Yolanda installed printers at work stations in the following locations: 1) Circulation, 2) Reference, 3) Daisy Smith, 4) Juanita Wheeler, 5) Sherry Grady, 6) OLLI station in alcove, 7) OCLC station in Tech Services, and 8) InfoTrac station in alcove. We have one deskjet in library storage.

Change in personnel

Nan Harley replaced Paul Markle as our Westlaw Academic Representative in September. Dirk Rountree and Lisa Kaplan continue to provide Lexis support.

Training for first-year students

I coordinated Westlaw and Lexis training for the first-year students, which was held during 3 ½ weeks in January. Out of a total of 186 registered first-year students, 183 were trained on Westlaw and 179 had Lexis training. We trained 1Ls on the newest software available: Lexis 7.0 and Westmate 6.3. There were no major problems with the training facilities on the 6th floor. Our Internet connections, for the most part, were very good. Instructors (Nan, Rhea, Joe, Nancy, Lisa, Edna, and the service representatives) enjoyed using the new projection equipment during the classes.

COMPUTER APPLICATIONS

Electronic Distribution Lists for law students

Three e-lists (1Ls, 2Ls, and 3Ls) were set up by Tricia and James using the students' panther e-mail addresses. I use these lists regularly to distribute information to the students. I post messages on behalf of student groups, student leaders, librarians, and law faculty. The lists are closed and restricted, which means that list subscriptions are pre-set and only a few individuals (list-owners) can post messages. The distribution lists are very heavily used for communication with the students. Other than my postings, the lists carry messages from the Registrar's office and from the Career Services office.

Training Equipment and Facilities

I purchased a computer-projector system for the law library. The equipment includes a computer projector and a laptop computer with CD-ROM drive. The new equipment has been used extensively for demonstrations of computer systems in the law library conference room and for training in the 6th floor training lab.

The 6th floor training lab was upgraded with ten Windows 95 computers in January 1998. The library's computer projector was used in the training lab for all training classes (Westlaw, Lexis, WordPerfect, Internet, etc.).

Faculty Services

I demonstrated the Carl UnCover service to law faculty and provided information for using this new service. I also coordinated Westlaw and Lexis sessions on the new software for the faculty. I continue to distribute the *Current Index to Legal Periodicals* (CILP) to faculty on a weekly basis.

Orientation for Library Staff

In December, we held an orientation session for library staff in the computer lab. Yolanda, Matt, and I explained the Paw Print system, the new logon procedures, the new applications on the computers' desktop, and the Interactive Courtroom station. We also discussed troubleshooting common lab problems.

New InfoTrac Computer

James and Yolanda worked hard to upgrade the InfoTrac station to a Windows 95 machine, which was pieced together using parts from broken computers. Now we can run the Windows 95 version of SearchBank for our LegalTrac index. Matt is currently adding our periodical holdings to the system.

Password on the Galileo stations

The Galileo stations were changed to "Password - Only" access in February 1998. Patrons can get the Galileo login id and password from the reference librarians. I am changing the password monthly at this point, but it can be changed more frequently if needed.

PERSONNEL CHANGES

Anne Graham, LAIII, left the department to take an LTA position in the library's Acquisitions/Serials department. Jason Puckett, Computer Services Assistant transferred to the computer support group of the College of Law. I revised the full-time and the part-time position descriptions. Yolanda Daniels joined the staff as Computer Services Specialist (1.0 FTE) and Matthew Brooks became the Computer Services Assistant (.5 FTE). Matt began his new duties in July and Yolanda started in September.

I hired two students assistants (law students) to provide lab support and training. Nancee Thomlinson works 6 hours during the week and 7 hours on Saturday. Linda Kittendorf works 3.5 hours during the week and 8 hours on Sunday. Linda also conducts training for students.

COMMUNICATIONS (OR LIAISON) ACTIVITIES

New Committees/Groups

I served on the University Faculty Senate and various Senate committees: Library Advisory Committee, Planning and Development Committee, and Admissions and Standards Committee. Topics that were discussed in the committees include semester conversion, strategic planning, and SACS accreditation.

Dean Griffith appointed me to the Technology Providers Subcommittee of the Education and Technology Committee. The subcommittee is chaired by Patrick Wiseman. Other members are: Tom Gromme, James Jones, and Ken Walsh. We are primarily working on upgrading computers to Windows 95, enhancing our web site, and upgrading our network infrastructure with new servers and ethernet lines. At this point the majority of library machines are still on Windows 3.1. The current version of PALS library system software will run on Windows 95. We hope to get all library machines upgraded to Windows 95 by this summer.

On-Going Committees

I continue to attend the monthly meetings of the Automation Committee of Pullen Library. This year we discussed plans for a new statewide library system (called Copernicus), the one-

card system (Panther card), the new campus-wide Paw Print system (developed by IS&T), and other automation issues.

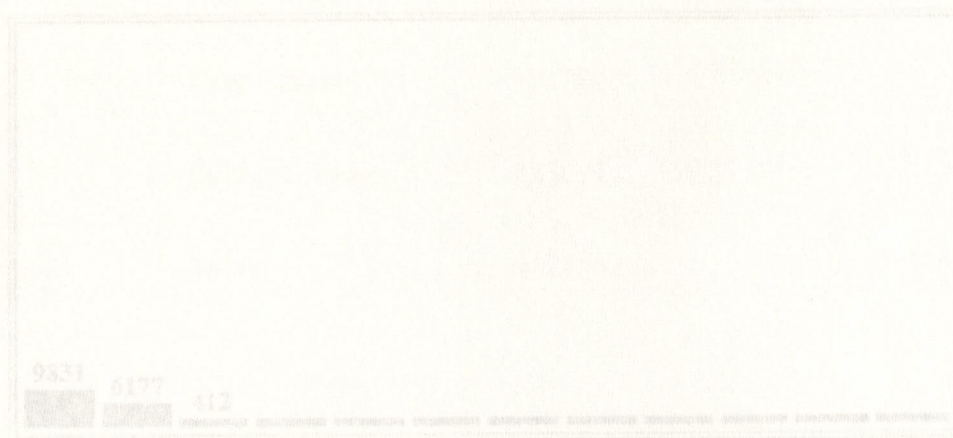
Planning for Copernicus (the statewide library system) continued this year. The original six vendors are expected to respond to the Request for Proposal (RFP) this Spring. The vendors are: VTLS, Innovative Interfaces, Endeavor, Sirsi, DRA, and Ameritech's Horizon. Recently the Georgia legislature approved \$2 million for the first phase of the project. Georgia State University will be one of the first institutions to implement the new system in FY99.

Other Meetings/Events

In April, I attended the second meeting of the Computer Services Librarians of Georgia law schools in Macon. Robert Linz and Sherri Lewis of the Mercer Law Library were our hosts for this meeting. I plan to host the next meeting here at Georgia State this Spring.

Total Prints This Year: 16420

Graph For Year 1998



Graph For Year 1997



Paw Print System

Georgia State University

Total College of Law Lab Statistics

Start Date: January 1 1998

End Date: 1098

Total Prints Today: 8

Total Prints This Week: 798

Total Prints This Month: 412

Total Prints This Year: 16420

Department	Total Pages	Percent
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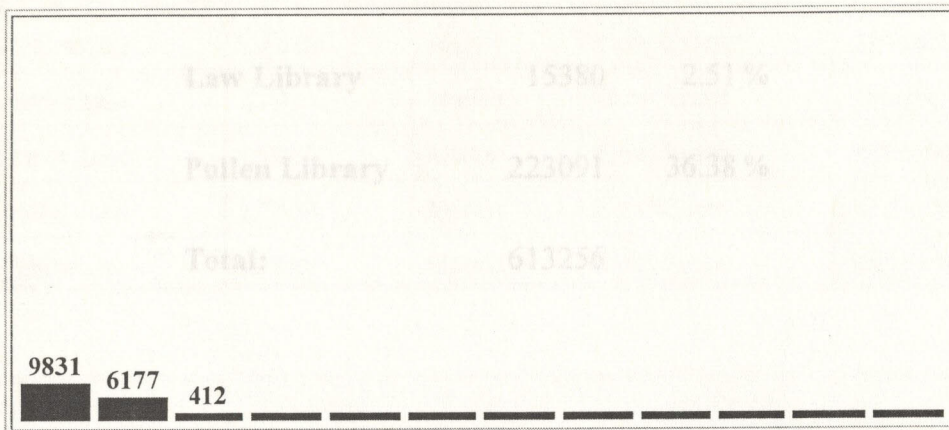
Graph For Year 1998

IS&T Labs	374785	61.11 %
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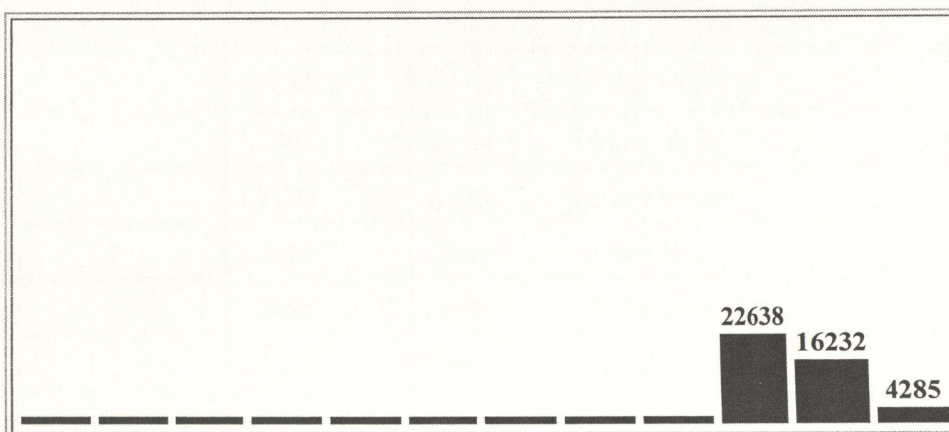
Law Library	15380	2.51 %
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Pollen Library	223091	36.38 %
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Total:	613256	
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Graph For Year 1997



Paw Print System

Georgia State University

Total Print Itemization Usage Report

Start Date: January 1 1998

End Date: March 4 1998

Query

Department Total Pages Percent

IS&T Labs 374785 61.11 %

Law Library 15380 2.51 %

Pullen Library 223091 36.38 %

Total: 613256

List of E-Reserve Exams

To download E-Reserve Exams, go to **E-Reserve Exams** on the Windows desktop in the Law Library Computer Lab.

Account

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
acc92f	Accounting for Lawyers	L7005	Carey	Final Exam	Fall 1992	1	4K
acc93s	Accounting for Lawyers	L7005	Carey	Final Exam	Summer 1993	1	4K
acc94s	Accounting for Lawyers	L7005	Carey	Final Exam	Spring 1994	1	4K
acc95s	Accounting for Lawyers	L7005	Carey	Final Exam	Spring 1995	1	5K
acc96s	Accounting for Lawyers	L7005	Carey	Final Exam	Spring 1996	2	6K

Admin-a

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
adm-a91s	Administrative Law	L7010	Marvin	Final Exam	Spring 1991	4	10K
adm-a92s	Administrative Law	L7010	Marvin	Final Exam	Summer 1992	4	6K
adm-a92f	Administrative Law	L7010	Marvin	Final Exam	Fall 1992	5	11K
adm-a94s	Administrative Law	L7010	Marvin	Final Exam	Spring 1994	5	9K
adm-a95s	Administrative Law	L7010	Marvin	Final Exam	Spring 1995	3	7K

Admin-b

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
adm-b94f	Administrative Law	L7010	Edmundson	Final Exam	Fall 1994	5	13K

Basictax

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
tax91s	Basic Tax	L7095	Carey	Final Exam	Spring 1991	2	7K
tax92s	Basic Tax	L7095	Carey	Final Exam	Spring 1992	2	6K
tax92f	Basic Tax	L7095	Carey	Final Exam	Fall 1992	2	6K
tax93s	Basic Tax	L7095	Carey	Final Exam	Summer 1993	2	7K
tax93f	Basic Tax	L7095	Carey	Final Exam	Fall 1993	2	7K
tax94f	Basic Tax	L7095	Carey	Final Exam	Fall 1994	2	5K
tax95s	Basic Tax	L7095	Carey	Final Exam	Spring 1995	2	6K
tax95f	Basic Tax	L7095	Carey	Final Exam	Fall 1995	2	6K
tax96s	Basic Tax	L7095	Carey	Final Exam	Spring 1996	2	5K

Bustax-a

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
bstxa91f	Business Tax	L7110	Carey	Final Exam	Fall 1991	2	7K
bstxa93s	Business Tax	L7111	Carey	Final Exam	Spring 1993	2	6K
bstxa93f	Business Tax	L7110	Carey	Final Exam	Fall 1993	2	7K
bstxa94f	Business Tax	L7110	Carey	Final Exam	Fall 1994	2	6K
bstxa96s	Business Tax	L7111	Carey	Final Exam	Spring 1996	1	4K

Bustax-b

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
bstxb95s	Business Tax I	L7110	Blasi	Final Exam	Spring 1995	3	9K

Civ-pro

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
civ94f	Civil Procedure I	L5000	Curcio	Final Exam	Fall 1994	42	95K
civ94fA	Civil Procedure I	L5000	Curcio	Answers to above	Fall 1994	9	22K
civ94fT	Civil Procedure I	L5000	Curcio	Top student answers to above	Fall 1994	9	25K
civ95s	Civil Procedure I	L5000	Curcio	Final Exam	Spring 1995	12	24K
civ-se	Civil Procedure I	L5000	Curcio	Sample Exam Qus.	n/a	4	12K

Compaper

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
comm-se	Commercial Paper	L7121	Budnitz	Sample Exam	n/a	2	6K

Conflict

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
confl93f	Conflict of Laws	L7140	Hogue	Final Exam	Fall 1993	8	17K

Conlaw-a

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
cona94s	Constitutional Law II	L7117	Hogue	Final Exam	Spring 1994	8	16K
cona94f	Constitutional Law I	L6000	Hogue	Final Exam	Fall 1994	6	14K

Conlaw-b

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
conb94s	Constitutional Law II	L7117	Wermiel	Final Exam	Spring 1994	4	17K
conb94sA	First Amendment	L7145	Wermiel	Final Exam	Spring 1994	6	16K

Crim-a

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
crima94s	Criminal Law	L5020	Edmundson	Final Exam	Spring 1994	2	8K
crima95s	Criminal Law	L5020	Edmundson	Final Exam	Spring 1995	4	13K

Crim-b

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
crimb92s	Criminal Law	L5020	Emanuel	Final Exam	Spring 1992	8	12K
crimb93s	Criminal Law	L5020	Emanuel	Final Exam	Spring 1993	3	9K
crimb94s	Criminal Law	L5020	Emanuel	Final Exam	Spring 1994	9	27K

Envlaw

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
envir95f	Environmental Law	L7200	Flatt	Final Exam	Fall 1995	2	19K

Estgiftx

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
estat91s	Estate and Gift Taxation	L7205	Carey	Final Exam	Spring 1991	2	7K
estat92s	Estate and Gift Taxation	L7205	Carey	Final Exam	Spring 1992	2	5K
estat93s	Estate and Gift Taxation	L7205	Carey	Final Exam	Spring 1993	2	8K
estat94s	Estate and Gift Taxation	L7205	Carey	Final Exam	Spring 1994	2	5K
estat95s	Estate and Gift Taxation	L7205	Carey	Final Exam	Spring 1995	2	7K
estat95f	Estate and Gift Taxation	L7205	Carey	Final Exam	Fall 1995	2	6K

Hazwaste

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
hazwa96s	Hazardous Waste	L7238	Flatt	Final Exam	Spring 1996	2	6K

Intltx

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
inttx90f	International Tax		Carey	Final Exam	Fall 1990	1	3K
inttx91f	International Tax		Carey	Final Exam	Fall 1991	1	4K

Property

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
prop90s	Property II	L5051	Bross	Final Exam	Spring 1990	5	15K
prop90f	Property I	L5050	Bross	Final Exam	Fall 1990	8	46K
prop91s	Property II	L5051	Bross	Final Exam	Spring 1991	3	9K
prop93f	Property I	L5050	Bross	Final Exam	Fall 1993	7	41K
prop94s	Property II	L5051	Bross	Final Exam	Spring 1994	4	25K
prop94f	Property I	L5050	Bross	Final Exam	Fall 1994	9	37K
prop95s	Property II	L5051	Bross	Final Exam	Spring 1995	6	28K
prop95f	Property I	L5050	Bross	Final Exam	Fall 1995	7	35K
prop96s	Property II	L5051	Bross	Final Exam	Spring 1996	6	39K

Sales

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
sales-se	Sales	L7451	Budnitz	Sample Exam	n/a	2	5K

Taxproc

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
txpro93f	Tax Procedure and Fraud	L7476	Morgan	Final Exam	Fall 1993	2	6K

Torts

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
torts94f	Torts I	L5060	Edmundson	Final Exam	Fall 1994	6	13K
torts95s	Torts II	L5061	Edmundson	Final Exam	Spring 1995	8	21K
torts95f	Torts I	L5060	Edmundson	Final Exam	Fall 1995	4	11K

Wills

File Name	Course Name	Course #	Professor	Material	Date	Pgs	Size
wills91f	Wills, Trusts & Estates I	L7510	Radford	Final Exam (inc. multiple choice answer key)	Fall 1991	27	73K
wills94f	Wills, Trusts & Estates I	L7510	Radford	Final Exam (inc. multiple choice answer key)	Fall 1994	34	71K
wills95+	Wills, Trusts & Estates	L7510/7511	Radford & Emanuel	Supplemental Materials	1995	40	143K
wills96f	Wills, Trusts & Estates I	L7510	Radford	Syllabus (inc. worksheets & questions)	Fall 1996	35	51K

1998 GSU LAW LIBRARY COMPUTER SURVEY RESULTS

The Law Library conducted a computer survey of the first-year law students during Westlaw/Lexis training. The purpose of the survey was to collect essential data to plan improvements for the computer lab. One hundred eighty-one (181) law students completed the survey. The results show that most law students prefer to use Microsoft Word for word-processing over WordPerfect (Word: 102, WP: 86). One hundred sixty-five (165) students indicated they have an e-mail address and the GSU Panther system was the most widely-used e-mail service (97 students). Detailed results from the survey are indicated below.

How would you describe your experience using computers?

<i>Beginner</i>	22
<i>Average</i>	121
<i>Highly proficient</i>	38

Do you have a home computer (desktop)?	<i>Yes</i>	148	<i>No</i>	28
Do you have a laptop (portable, notebook) computer?	<i>Yes</i>	76	<i>No</i>	104

For either desktop or laptop - please check the type which most resembles your own:

<i>IBM - 386</i>	10
<i>IBM - 486</i>	29
<i>IBM - Pentium</i>	124
<i>Macintosh</i>	4
<i>Other</i>	5

Do you have a printer?	<i>Yes</i>	145	<i>No</i>	11
Do you have CD-ROM drive?	<i>Yes</i>	135	<i>No</i>	21
Do you have an e-mail address?	<i>Yes</i>	177	<i>No</i>	4

Please circle host or service you use for e-mail (circle all that apply)

<i>GSU Panther</i>	97
<i>Mindspring</i>	26
<i>AmericaOnline</i>	42
<i>Compuserve</i>	0
<i>Other</i>	33

Do you have web access from your home computer or on your laptop?

<i>Yes</i>	140	<i>No</i>	36
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What word processing program do you use?

<i>WordPerfect</i>	86
<i>MS-Word</i>	102
<i>Other</i>	18

Do you use the University's main computer lab in the Library South building?	<i>Yes</i>	39	<i>No</i>	139
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As Catalog Librarian, I am responsible for maintaining an accurate record of the library's bibliographic holdings. The following is a summary of the department activities for 1997.

DEPARTMENTAL ACTIVITIES

Personnel

The department is staffed by Edna Dixon, *Librarian II*, and Pamela Willis, *Library Associate*.

Equipment & Software

1997 pointed to anticipated improvements in cataloging. The Catalog Librarian worked closely with the G-2 Cataloging subcommittee to make recommendations for the new system-wide library automation system. Passport for Windows software was installed on the workstations of OCLC frequent users with Windows 95. New barcode readers were installed on the OCLC and Catalog Librarian's workstations. Due to OCLC's delay in releasing CATME for Windows the department has not implemented this software as hoped.

Cataloging Activity

The cataloging department's productivity remained high in 1997, with 663 more volumes cataloged over 1996. Catalog Maintenance continued to be a focus as the department strived to make OLLI an accurate reflection of the library's holdings.

Projects

A project was begun to identify those bibliographic records within the online catalog with no items attached, determine their status, and either withdraw bibliographic records for which library no longer has an item, or locate the item and link it to the proper catalog record. To date, the project has identified corrected more than 150 records. The project's goal is to match all items within OLLI to their corresponding bibliographic record before the new system is put into operation.

Departmental Goals for 1998

- Clean up bibliographic records in preparation for new library system.
- Upon selection of the new library system, and reviewing its systems

requirements, have automated authority control performed on the catalog's subject file.

Cataloging Statistics 1997

Material Cataloged by Title

	Paper	Microfiche	Microfilm	Audios	Videos	Other	All Formats
January	160	11		8			179
February	166	12	0	3	12	0	193
March	243	0	0	0	1	0	244
April	181	5	0	1	2	0	189
May	161	11	0	1	0	0	173
June	199	0	0	3	2	0	204
July	129						129
August	196						196
September	176						176
October	268						268
November	172						172
December	132						132
Annual Total	2183	39	0	16	17	0	2255

Material Cataloged by Volume

	Paper	Microfiche	Microfilm	Audios	Videos	Other	All Formats
January	197	11	0	34	0	0	242
February	177	13	0	3	12	5	210
March	259	0	0	0	12	0	271
April	250	5	0	8	2	3	268
May	161	18	0	6	0	0	185
June	222	0	0	3	2	2	229
July	142						142
August	202					1	203
September	230					2	232
October	272					1	273
November	191						191
December	141						141
Annual Total	2444	47	0	54	28	14	2587

Annual Cataloging Statistics: 1996-97

Catalog Maintenance

Material Cataloged: Volumes Added

	Paper	Microfilm	Paper	Microfiche	Microfilm	Audios	Videos	Other	All Formats
May	January	95	448	0	0	0	0	0	448
June	February	72	360	0	8	0	0	7	375
July	March	105	319	0	1	0	0	0	320
August	April	123	220	0	3	0	0	0	223
September	May	173	258	0	0	0	0	0	258
October	June		309	0	0	0	0	0	309
November	July		379				0		379
December	August		251				0		251
January	September		309				0		309
February	October		392		4		0	3	399
March	November		215				0		215
April	December		196				0		196
Annual Total	Annual Total		3656	0	0	0	0	10	3682

Material Cataloged: Titles Withdrawn:

Volumes Withdrawn:

	Paper	All Formats	Microfilm	Audios	Videos	All Formats	All Formats
May	January	200	6		January	149	312
June	February	231	47		February	308	181
July	March	111	24		March	195	121
August	April	134	26		April	256	134
September	May	231	6		May	1145	9172
October	June		91		June	214	0
November	July		31		July	198	0
December	August		22		August	159	0
January	September		9		September	104	0
February	October		26		October	253	0
March	November		2		November	98	0
April	December		0		December	88	0
Annual Total	Annual Total	8945	290	0	Annual Total	3167	9820

Titles Recataloged (All Formats):

	Monographs	Serials
January	0	4
February	0	1
March	0	5
April	0	3
May	9	1
June	0	3
July		
August		
September	1	
October		
November		
December		
Annual Total	10	17

Annual Cataloging Statistics: 1996-97

Volumes Added

Material Cataloged by Title

	Paper	Microfiche	Microfilm	Audios	Videos	Other	All Formats	
May								240
May	195	43					195	243
June	172	19					172	119
July	105	33		2			107	373
August	123	78		12			123	290
September	173	1					174	0
October							0	0
November							0	0
December							0	0
January							0	0
February							0	0
March							0	0
April	1213	0		12	0	0	0	1225
Annual Total	768	1	0	2	0	0	771	

Titles Withdrawn:

Material Cataloged by Volume

	Paper	Microfiche	Microfilm	Audios	Videos	Other	All Formats	
May	200	11						
May					95	12	212	
June	181	4			86		181	
July	111	24		10	141		121	
August	134	10			90		134	
September	231	8941					9172	
October							0	
November							0	
December							0	
January							0	
February							0	
March							0	
April	53				451		0	
Annual Total	857	8941	0	10	0	12	9820	

Titles Recataloged (All Formats):

	Monographs	Serials	
May	7	5	
June	9	12	
July	13	8	
August	60	0	
September	3	6	
October			
November			
December			
January			
February			
March			
April			
Annual Total	92	31	

Catalog Maintenance

Volumes Added

	Paper	Microfiche	Microfilm	Audios	Videos	Other	All Formats
May	240						240
June	243						243
July	119						119
August	333						333
September	278		12				290
October							0
November							0
December							0
January							0
February							0
March							0
April							0
Annual Total	1213	0	12	0	0	0	1225

Titles Withdrawn:

Volumes Withdrawn:

All Formats		All Formats	
May	4	May	46
June	11	June	98
July	4	July	86
August	24	August	141
September	10	September	90
October		October	
November		November	
December		December	
January		January	
February		February	
March		March	
April		April	
Annual Total	53	Annual Total	461

Titles Recataloged (All Formats):

	Monographs	Serials
May	7	5
June	9	12
July	13	8
August	60	0
September	3	6
October		
November		
December		
January		
February		
March		
April		
Annual Total	92	31



1997-1998 Annual Report
Joe Morris, Reference Specialist
March 24, 1998

This memorandum summarizes the general activities and services connected with government documents during 1997-1998.

Depository Information

We are a selective depository for Government Printing Office (GPO) documents and currently receive 5.02% of the materials available from GPO. Our documents collection is comprised of about 500 titles.

During 1997, we received the following number of documents from GPO:

2,580 paper pieces

7,826 microfiche pieces

5,389 microfiche titles.

Staffing

Anne Graham served as the Documents Assistant until January 2, 1998. Anne resigned in order to attend classes on a full time basis. A new Documents Assistant, Julie Colgan, has been hired, and began work on March 9, 1998. Although, Julie has not previously worked with government documents, she does have experience working with PALS and doing serials check-in, which will serve her well as a Documents Assistant.

The Documents Assistant checks in government documents in both paper and microfiche formats. She insures the collection is current and accurately shelved by reviewing *Administrative Notes Technical Supplement* for any changes regarding item numbers we select, removing superseded documents, and seeing to it that appropriate documents are sent to the bindery.

Anne used to shelve all government documents--both paper and fiche. In January it was decided that Stacks will shelve all paper documents and Senate and House bills, resolutions, and concurrent resolutions in fiche. The Documents Assistant will continue to be responsible for filing all other government document fiche.

Activities

On April 25, 1997, I did a presentation on Georgia legislative history for a continuing legal education seminar sponsored by ICLE. My presentation was in the form of a play, entitled "Legislative History Can Be Murder," which I wrote. During the course of a "murder mystery," the actors, which included Rhea, Edna, Lisa, and myself, described and discussed various state documents, law reviews, and other materials one would use to find legislative history in Georgia.

In early October of 1997 I attended the Georgia Council of Media Organizations (COMO) annual meeting at Jekyll Island, Georgia. In addition to attending several presentations on various topics, I attended the business meeting of the Government Documents Interest Section of the Georgia Library Association (GLA). This is the only scheduled meeting for the GLA Government Documents Interest Section held all year.

On October 29, 1997, I attended a day long workshop at SOLINET in Atlanta entitled "Accessing Government Documents Over the Internet." The workshop was presented by T. Harmon Straiton, Jr., Head of the Microforms and Documents Department at the Auburn University Libraries.

In November of 1997 I put up an exhibit on government documents in the library's display case.

I attended the GLA Leadership Conference held on December 12, 1997, at the Central Library of the Dekalb County Public Library System. I met with the GLA Governmental Relations Committee, of which I am a member, and also attended a meeting of those members of the Government Documents Interest Section who were present for the conference. Among other things, the Government Documents Interest Section members discussed the feasibility of creating a database of bibliographic records for U.S. government documents held by depository libraries in Georgia. This database would be made available through GALILEO. In February of 1998 I received and responded to a survey sent to the various depository libraries on this topic.

As Chair of the Governmental Relations Committee for the Atlanta Law Libraries Association (ALLA), I worked with Amy Flick, Government Documents Librarian at Emory Law Library, on the issue of a universal citation system in Georgia. We studied, and are continuing to study, the most recent developments in other states with respect to universal citation systems. In addition, I interviewed Scott Henwood, Reporter of Decisions for the Georgia Supreme Court and Court of Appeals regarding Georgia's current position on adopting a universal citation system (the state has so far declined to adopt such a system). Amy and I have also prepared a draft survey on universal citation which we plan to submit to the ALLA membership in the near future.

Collection Development

During 1997 the Reference Department completed a weeding project in the reference

collection. All government documents in the reference collection were given to me to review for currentness. Whenever it was determined that a particular government publication was out of date, I ordered a current version of the publication from the Superintendent of Documents.

In January of 1998 I observed that the library was receiving large numbers of various GAO Documents in microfiche. These GAO Documents appeared to have only a marginal relation to our collection. The decision was made to de-select the item number for these GAO documents, and to withdraw the fiche from the collection. As a result, several feet of valuable microfiche cabinet space have been reclaimed, and more space will be available for future arrivals of government document fiche.

Goals

To continue to revise and update *Georgia Legal Documents: An Annotated Bibliography*, which is part of the State Documents Bibliography Series sponsored by the Government Documents Special Interest Section of the American Association of Law Libraries.

To update the *Federal Documents Procedure Manual*, including changing its name to the *Government Documents Manual*.

Circulation

Review of 1997 Goals

During 1997, the Circulation Department completed the following special projects:

- * continued updating the Circulation, Reserves, and ILL manuals in addition to maintaining circulation and ILL statistics;
- * implemented the university wide Panther Card, converting from a wand to a swipe system when checking out library materials;
- * developed a *Circulation Training Manual* for circulation personnel and completed a training session with it; and
- * re-organized Reserves, including updating Reserve records to list textbooks by

Georgia State University College of Law Library

Public Services Annual Report

1997

Introduction

Public Services consists of the Circulation Department, the Stacks Maintenance Department, and the Public Services Librarian.

The Circulation Department ensures that the Law Library is open 105 hours per week. This department opens and closes the Law Library, answers incoming phone calls, checks books out to patrons, discharges books, collects fines, handles inter-library loans for law students, and maintains circulation and inter-library loan statistics. It is staffed by three full time employees, one part time employee and student assistants.

Stacks Maintenance processes new library materials, placing call number labels on the spines of books, re-shelves items, and updates loose leafs. Stacks also updates codes and encyclopedias with pocket parts, removes print materials when microform and/or bound materials arrive, and supervises semi-annual shelf reading projects. Stacks recently became responsible for disaster planning and book repair. Stacks is staffed by a full time supervisor, a part time employee, several student assistants and work study students.

Public Services provides web ready Information Series Guides to the public, answers Reference questions, and conducts tours of the law library.

Circulation

Review of 1997 Goals

During 1997, the Circulation Department completed the following special projects:

- * continued updating the Circulation, Reserves, and ILL manuals in addition to maintaining circulation and ILL statistics;
- * implemented the university wide Panther Card, converting from a wand to a swipe system when checking out library materials;
- * developed a *Circulation Training Manual* for circulation personnel and completed a training session with it; and
- * re-organized Reserves, including updating Reserve records to list textbooks by

professors' names, a new change made possible by PALS. Prior to this, textbooks were simply listed under staff. Textbooks and treaties were also updated. Records for Electronic Reserves were added.

Activities in 1997

In 1997, 203,045 individuals visited the Law Library. Of that number, 6,982 were either attorneys and/or paralegals who signed in at the *sign in computer*. 14,761 items circulated. Of this number, 6,464 were standard circulating items, 3,323 were reserve items, and 4,137 were study room keys. Either loose leafs or periodicals were the remaining circulating items. 12,002 patrons checked out materials from the law library. 10,331 of these individuals were law students while 1,100 were law faculty.

The Law Library handled 773 inter-library loan requests from local area law firm libraries and OCLC requestors. 291 of the inter-library loan requests came from local area law firm libraries. The Law Library filled 482 inter-library loan requests via OCLC. Through OCLC, the Law Library asked to borrow 147 items. 111 of these requests were filled. Of this number, 57 were copies from journals while 54 were books.

Staffing

In terms of staffing, Dionne Lyne left in June after obtaining a professional library job. Monica Pitts was hired to replace her. Matt Brooks, a Library Assistant I, was promoted to the Electronic Services Department, and Finiana Joseph was hired to replace him. Daisy Smith continues as Administrative Supervisor and Sonya Williams continues to work as a Library Assistant I.

Goals for 1998

- * Continue updating manuals and maintaining statistics;
- * View "Service with a Smile" video and conduct Circulation training session around this; and
- * Update paper reserves for faculty as part of a Reference team project.

Stacks

Review of 1997 Goals

In 1997, Stacks completed the following special projects:

* Shifted shelves as necessary to make room for new materials, including the Georgia Digest 2d and the removal of a set of the United States Code Congressional and Administrative News and the Statutes at Large;

* Arranged for and supervised two shelf reading projects for the entire library;

* Continued working on the Stacks Maintenance Manual and developed further detailed statistics for loose leaf filing;

* Developed a working draft of a list of the desk sets held by law faculty; and

* Worked with re-organizing and re-arranging the materials in the Faculty Commons on the fourth floor.

Activities in 1997

The Law Library subscribes to many publications that require continuous updating, either through the addition of pocket parts or loose leaf filing. Two national legal encyclopedias are included in the collection as well as an Encyclopedia of Georgia Law; these items require annual updating with pocket parts. The Law Library also receives the codes and digests of fifty-one states, and three federal codes; again, these materials require annual updating with pocket parts.

The Law Library subscribes to 980 loose leaf services. In 1997, Stacks filed 2,806 loose leaf releases. Releases for the following categories were filed:

- * CCH publications had 1,211 releases filed;
- * BNA publications had 234 releases filed;
- * Matthew Bender publications had 162 releases filed;
- * RIA publications had 111 releases filed;
- * Aspen publications had 11 releases filed;
- * miscellaneous materials had 816 releases filed;
- * international materials had 125 releases filed;
- * reference materials had 67 releases filed;
- * Georgia materials had 52 releases filed; and
- * state materials had 17 releases filed.

Stacks searched for 124 lost books in 1997, locating 44.

Stacks acquired additional responsibilities in 1997, including the filing of microfiche, microfilm, videotapes, and audio tapes. Stacks also became responsible for disaster planning and preparedness in the Library.

Stacks also began detailing the desks sets held by GSU law faculty. A list was prepared

to make ordering and updating more efficient. More updating is necessary.

Staffing

Juanita Wheeler is the Stacks Supervisor. Eugene Jackson is the part time employee who works as a Library Assistant I. Paperwork was processed that will promote Eugene to a Library Assistant II position in July 1998. At that time, he will assume responsibility for book repair.

Goals for 1998 include:

- * Continuing to update manuals and maintain statistics;
- * Develop and present a Disaster Preparedness Workshop to staff;
- * Supervise and organize two shelf reading projects for the library; and
- * Incorporate and consolidate the additional responsibilities given to Stacks and develop written procedures for them.

Public Services

Public Services produces and distributes twenty-four Information Series guides. In 1997, two new guides, *Finding Legal Information on the Web* and *Locating Business Information* were added. The Public Services Librarian completed *Locating Business Information* while the Catalog Librarian compiled *Finding Legal Information on the Web*. These guides were exhibited at the national meeting of the American Association of Law Librarians in Baltimore in July of 1997. In addition, all librarians worked to put these guides on the Law Library's web site. All guides were updated in 1997 and hyper-text links to appropriate web sites were added.

In 1997, librarians provided six tours and basic legal research instruction on these tours. Tours were given to:

- * Professor Scott Murray's Legal Studies class;
- * Professor Allison Burdette's Legal Studies class;
- * Professor Rita Gregory's Construction Law class;
- * two classes of Professor Greg Gussler's Tax Law class; and
- * an Education Law class.

A Freshman Orientation tour was led by all librarians at the beginning of the academic year.

Three inter-library borrowing cards were issued by the Law Library in 1997. All cards

were issued for Emory's law library.

Exhibits for Civil Rights, the Miller Lecturers, Law School Deans, The Ben F. Johnson Award, International Law, Government Documents, Banned Books, and Damaged Books were placed in the Law Library's Exhibit Case in 1997.

Goals for 1998

- * Develop an *Employment Law* Information Series guide.
- * Assist Stacks and Circulation with their goals.

POSITION DESCRIPTIONS

1998

POSITION DESCRIPTION

TITLE: Law Librarian

PURPOSE AND SCOPE OF POSITION: Overall responsibility for administration of Law Library and planning for its continued growth and development

RESPONSIBLE TO: Dean, College of Law

SUPERVISES: Staff of five professional librarians, 13 FTE support staff, and student assistants

DUTIES: Administering all law library operations

POSITION DESCRIPTIONS

Planning for the growth and development of the library's collection and services, including collection development, personnel management, space planning, and the implementation of new technologies

1998

Teaching Legal Bibliography courses

Working with faculty, law school administration, students, the practicing bar, and university librarians on matters of concern to the law library

QUALIFICATIONS: JD; MLS; substantial administrative experience in an academic law library; evidence of ability to meet the standards of research, publication, and professional service that would lead to tenure

Revised 1/23/88

POSITION DESCRIPTION

TITLE: Law Librarian

PURPOSE AND SCOPE OF POSITION: Overall responsibility for administration of Law Library and planning for its continued growth and development

RESPONSIBLE TO: Dean, College of Law

SUPERVISES: Staff of five professional librarians, 12 FTE support staff, and student assistants

DUTIES: Administering all Law Library operations
Planning for the continued growth and development of the library's collections and services, including collection development, personnel management, space planning, and the implementation of new technologies

Teaching Legal Bibliography courses
Working with faculty, law school administration, students, the practicing bar, and University librarians on matters of concern to the law library

QUALIFICATIONS: JD; MLS; substantial administrative experience in an academic law library; evidence of ability to meet the standards of research, publication, and professional service that would lead to tenure

Revised 1/21/88

Acting as liaison with the University's Business office, the CSU Computer Center, and publishers and vendors concerning matters within scope of position

Monitoring the library materials budget, preparing appropriate reports and keeping statistics

Overseeing the receipt of gift materials

Planning and designing space and equipment requirements for acquisitions/serials unit

Staffing the Reference Desk one evening per week

Performing other duties as assigned

QUALIFICATIONS: POSITION DESCRIPTION

TITLE: Acquisitions/Serials Librarian

DEPARTMENT: Acquisitions/Serials

PURPOSE AND SCOPE OF POSITION: To oversee acquisitions and
serials control functions; to establish policies
and procedures and evaluate the effectiveness and
efficiency of the workflow of the unit

RESPONSIBLE TO: Law Librarian

SUPERVISES: Library Technical Assistant (Serials), Accounting
Assistant, and Library Assistant III
(Acq./Binding)

DUTIES: Overseeing all acquisitions activities, including
pre-order searching, selecting vendors, placing
orders, processing invoices, and accounting

Overseeing all serials control activities,
including check-in, routing, and binding

Evaluating, planning for, and implementing an
online acquisitions/serials control system

Hiring, training, supervising, evaluating,
disciplining and terminating staff and handling
other personnel matters

Monitoring workflow and production

Resolving problems in the acquisition of and
accounting for library materials and in serials
control and binding

Acting as liaison with the University's Business
office, the GSU Computer Center, and publishers
and vendors concerning matters within scope of
position

Monitoring the library materials budget, preparing
appropriate reports and keeping statistics

Overseeing the receipt of gift materials

Planning and designing space and equipment
requirements for acquisitions/serials unit

Staffing the Reference Desk one evening per week

Performing other duties as assigned

QUALIFICATIONS: MLS; relevant library experience in one or more areas of technical services; supervisory experience; evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in the University Library faculty. Law library experience or familiarity with legal materials preferred.

TITLE:

DEPARTMENT:

PURPOSE AND SCOPE OF POSITION: Supervises the Library when the Law Librarian is unavailable.

1/24/89

RESPONSIBLE TO: Law Librarian

SUPERVISES: Reference/Government Documents Librarian, Outreach Services (Library Assistant II), and Graduate Research Assistants.

DUTIES: Supervises the Library when the Law Librarian is unavailable.

Assists the Law Librarian with planning for the continued growth and development of the Library's collections and services; including collection development, personnel management, and long-range planning.

Coordinates all aspects of reference service and policy; instructs and supervises the Graduate Research Assistants; schedules reference desk coverage; and maintains reference desk area and materials.

Coordinates the Library's faculty liaison program. Provides specialized online searching and other advanced reference services for law faculty.

Creates and implements staff development programs.

Provides orientation for new librarians.

Provides general reference service to law faculty, students, attorneys, and other library patrons during day and evening.

Shares responsibility for teaching the Legal Bibliography course in the Law School.

Provides Lexis and Westlaw training.

Serves as the Library's liaison and supervisor for Library School interns.

Writes instructional guides for use by Law Library patrons and produces the Law Library's Newsletter.

POSITION DESCRIPTION
Leads Library orientation sessions.

TITLE: Associate Law Librarian assigned.

DEPARTMENT: Public Services minimum of three years law library

PURPOSE AND SCOPE OF POSITION: Supervises the Library when the Law Librarian is unavailable.

RESPONSIBLE TO: Law Librarian research, publication, and professional service that would lead to

SUPERVISES: Reference/Government Documents Librarian, Outreach Services (Library Assistant II), and Graduate Research Assistants.

1/17/96

DUTIES: Supervises the Library when the Law Librarian is unavailable.

Assists the Law Librarian with planning for the continued growth and development of the Library's collections and services; including collection development, personnel management, and long-range planning.

Coordinates all aspects of reference service and policy; instructs and supervises the Graduate Research Assistants; schedules reference desk coverage; and maintains reference desk area and materials.

Coordinates the Library's faculty liaison program. Provides specialized online searching and other advanced reference services for law faculty.

Creates and implements staff development programs.

Provides orientation for new librarians.

Provides general reference service to law faculty, students, attorneys, and other library patrons during day and evening.

Shares responsibility for teaching the Legal Bibliography course in the Law School.

Provides Lexis and Westlaw training.

Serves as the Library's liaison and supervisor for Library School interns.

Writes instructional guides for use by Law Library patrons and produces the Law Library's Newsletter.

POSITION DESCRIPTION

Title: Leads Library tours and conducts Library orientation sessions.

Responsible To: Performs other duties as assigned.

QUALIFICATIONS: JD; MLS; minimum of three years law library experience; effective communication and management skills; supervisory experience; manual and automated legal research proficiency; evidence of ability to meet standards of research, publication, and professional service that would lead to promotion.

1/17/96

Coordinates all aspects of computer lab operations, including establishing policies and procedures for daily operations and providing training.

Supervises staff and student assistants assigned to computer lab/media center, including hiring, scheduling, training, evaluating, and terminating personnel.

Coordinates Westlaw and Lexis training for law faculty and students. Serves as principle contact for Westlaw and Lexis on behalf of the College of Law. Teaches individual and group sessions on Westlaw, Lexis, and other computerized legal research systems.

Coordinates the implementation of new technologies and electronic services in the law library.

Provides general reference service to law students, faculty, attorneys, and other library patrons.

Assists the Law Librarian with planning goals and objectives for implementation of new technologies in the law library.

Leads library tours and conducts library orientation sessions.

Writes instructional guides for use by library patrons.

Performs other duties as assigned.

Qualifications: MLS; two years law library experience or JD. Experienced with personal computers. Excellent interpersonal and communication skills. Evidence of ability to meet standards of research, publication, and professional service that would lead to promotion. Supervisory experience preferred.

10/10/94

POSITION DESCRIPTION

Title: Electronic Services Librarian

Responsible To: Law Librarian

Purpose and Scope of Position: Coordinates computing services and applications in the law library; supervises Media Center and Computer Lab; provides reference service.

Supervises: Library Assistant III/Media Center and Computer Services Assistant (.5 FTE)

Duties: Coordinates all aspects of computer lab operations, including establishing policies and procedures for daily operations and providing training.

Supervises staff and student assistants assigned to computer lab/media center, including hiring, scheduling, training, evaluating, and terminating personnel.

Coordinates Westlaw and Lexis training for law faculty and students. Serves as principle contact for Westlaw and Lexis on behalf of the College of Law. Teaches individual and group sessions on Westlaw, Lexis, and other computerized legal research systems.

Coordinates the implementation of new technologies and electronic services in the law library.

Provides general reference service to law students, faculty, attorneys, and other library patrons.

Assists the Law Librarian with planning goals and objectives for implementation of new technologies in the law library.

Leads library tours and conducts library orientation sessions.

Writes instructional guides for use by library patrons.

Qualifications: Performs other duties as assigned.

Qualifications: MLS; two years law library experience or JD. Experienced with personal computers. Excellent interpersonal and communication skills. Evidence of ability to meet standards of research, publication, and professional service that would lead to promotion. Supervisory experience preferred.

10/10/94

POSITION DESCRIPTION

Title: Reference Specialist

Department: Public Services

Purpose and Scope of Position: Provides reference service, maintains the Library's government documents collection, and supervises Media Center services.

Responsible To: Associate Law Librarian

Supervises: Hires, trains, supervises, evaluates and terminates, (if necessary), the Administrative

Duties: Provides general reference service to law faculty, students, attorneys, and other library patrons during day and evening.

Provides specialized online searching and other advanced reference services for law faculty through the liaison program.

Provides Lexis and Westlaw training.

Maintains government documents (federal and international); including selecting materials, overseeing processing of materials, supervising check-in, and assisting in the use of materials.

Uses GOVDOC-L and other sources to keep librarians informed of U.S. Depository policies and procedures.

Assists the Law Librarian with planning goals and objectives for the government documents

QUALIFICATIONS: Writes instructional guides for use by Law Library patrons. Performs other duties as assigned.

Assists the Public Services Librarian with displaying exhibits in the Library's exhibit case.

Qualifications: BA; minimum of two years library or research experience or an equivalent combination of training and experience; familiarity with manual and automated legal research; effective communications skills, strong service orientation and flexibility.

1/17/96

POSITION DESCRIPTION

TITLE: Public Services Librarian

RESPONSIBLE TO: Law Librarian

SUPERVISES: Administrative Supervisor II (Circulation) and the Stacks Supervisor (Collection Maintenance)

DUTIES: Provides general reference service to law faculty, students, attorneys, and other library patrons during day and evening.

SUPERVISES: Hires, trains, supervises, evaluates and terminates, (if necessary), the Administrative Supervisor III (Circulation), Stacks Supervisor and Library Assistant (Binding/Collection Maintenance).

Performs the duties of the Administrative Supervisor III (Circulation) and Stacks Supervisor during contingencies or emergencies.

Provides Lexis and Westlaw training.

May share responsibility for teaching the Legal Bibliography course in the Law School.

Assists the Law Librarian with planning goals and objectives for the Public Services department.

Leads Library tours and conducts Library orientation sessions.

Performs other duties as assigned.

QUALIFICATIONS: MLS; two years of law library experience preferred; effective communications skills and flexibility; supervisory experience; evidence of ability to meet standards of research, publication, and professional service that would lead to promotion.

QUALIFICATIONS: MLS; relevant library experience in one or more areas of technical services; supervisory experience; evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in the University Library faculty. Law library experience or familiarity with legal materials preferred.

1/17/96

Revised 1/24/89

POSITION DESCRIPTION

TITLE: Catalog Librarian

DEPARTMENT: Technical Services

PURPOSE AND SCOPE OF POSITION: To create original catalog records and to monitor the quality of all catalog and holdings records; to establish policies and procedures and evaluate the effectiveness and efficiency of the workflow of the cataloging unit

RESPONSIBLE TO: Law Librarian

SUPERVISES: Library Associate (Cataloging)

DUTIES: Creating original cataloging records

Performing difficult copy cataloging, including materials in microform or audio-visual formats

Overseeing cataloging of library materials using OCLC records

Monitoring quality of all catalog and holdings records

Performing catalog maintenance on the online catalog

Hiring, training, supervising, evaluating, and motivating and terminating staff, and handling other personnel matters as necessary

Assuming leadership role within the Law Library for all matters related to OLLI/COLLI

Acting as liaison with SOLINET/OCLC, Brodart, and other vendors as needed regarding products and services; and with Pullen Library and other GSU departments as appropriate

Coordinating workflow of catalog unit

Planning and designing space and equipment requirements for catalog unit

Staffing reference desk one evening per week

Performing other duties as assigned

QUALIFICATIONS: MLS; relevant library experience in one or more areas of technical services; supervisory experience; evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in the University Library faculty. Law library experience or familiarity with legal materials preferred.

Revised 1/24/89

POSITION DESCRIPTION

TITLE: Administrative Coordinator (3/4 time)

PURPOSE AND SCOPE OF POSITION: To administer library budget, coordinate all personnel actions, maintain all personnel files (faculty, staff and student assistants) and keep current personnel and University forms, monitor supplies, provide clerical support to Librarians and Head Librarian and act as administrative liaison with University departments and outside vendors

RESPONSIBLE TO: Law Librarian

SUPERVISES: Not applicable

DUTIES: Monitors monthly budget status reports, prepares other budget status reports, maintains current fiscal year budget files and prepares budget amendments

Coordinates all personnel actions, prepares personnel forms, and keeps informed of personnel and payroll policies and procedures; maintains and updates staff and librarian personnel files, prepares staff and student assistant timesheets, and maintains current fiscal year files on student assistant and staff timesheets

Performs other duties as assigned
Requests repairs, maintenance and improvements from Physical Plant, Telecommunications, and other departments as necessary; prepares payment requests for vendor invoices, obtains quotes and prepares orders with outside vendors, including pickup, if necessary

Maintains supplies, handles petty cash requests and reimbursements, and prepares purchase requisitions for maintenance contracts, equipment purchases, non-inventory items and subscriptions and continuations

Prepares travel requests, expense statements, and registrations forms

Maintains updated Board of Regents files (FID) on Law Library faculty, prepares faculty recruitment and hiring forms, performs mainframe input for newly hired faculty and responsible for certain faculty and/or staff information that must remain confidential

2/11/98

POSITION DESCRIPTION

TITLE:

Maintains library statistics spreadsheets for all departments, and student assistant payroll statistics

DEPARTMENT:

Maintains and updates database of names of library patrons for donations to Law Library Fund and fund raising campaigns. Coordinates mail-out projects and receipt of donations.

PURPOSE AND SCOPE:

RESPONSIBLE TO:

Provides typing and clerical support for Head Librarian. Occasionally provides typing and clerical support for other librarians and library staff

DUTIES:

Responsible for recording, preparing, and distributing minutes of Library staff meetings and various ad hoc committees

Provides, updates and/or obtains departmental signage, internal forms, and provides and updates shelf signage for library collection

Makes arrangements for Law Library meetings and functions

Does photocopying and binding as needed

Proctors Final Exams for Law Faculty

Performs other duties as assigned

QUALIFICATIONS:

Excellent organizational and interpersonal skills; two years office experience; familiarity with word processing and spreadsheet systems; ability to work closely with all members of the Law Library staff and all other University departments - administrative and academic. Two years college; budget experience preferred.

2/11/98

QUALIFICATIONS:

Undergraduate degree in computer science, management information science, or related field, OR equivalent job training and/or experience. Demonstrated customer service orientation and computer support experience is required. Experience installing and upgrading computer hardware and software is required. Knowledge of UNIX, HTML, WordPerfect, FolioViews, Novell, Dos, Windows and local area networks is highly desirable

POSITION DESCRIPTION

TITLE: Computer Services Specialist I

DEPARTMENT: Law Library Computer Lab and Media Center

PURPOSE AND SCOPE OF POSITION:

Responsible for providing service to library users in the Computer Lab and in the Media Center

RESPONSIBLE TO: Electronic Services Librarian

DUTIES: Provides user support for student computer lab. Troubleshoots problems related to hardware and software use. Installs and upgrades equipment and software. Trains and advises law students in general system and equipment use.

Coordinates scheduling and operation for the computer lab. Trains and supervises student employees assigned to the lab. Recommends policies and implements procedures for the lab. Writes and updates computer lab procedures manual.

Upgrades and configures PALS (library computer system) stations.

Maintains up-to-date software and hardware inventory. Monitors software to insure that only legal and authorized software is used in the lab.

Assists in the installation and development of WWW applications for law students and library staff.

Performs all administrative functions of the Media Center (which include maintaining supplies, equipment, statistics, records, and procedures manual).

Performs other tasks/projects as assigned.

Proctors exams in the College of Law each semester.

QUALIFICATIONS: Undergraduate degree in computer science, management information science, or related field; OR equivalent job training and/or experience. Demonstrated customer service orientation and computer support experience is required. Experience installing and upgrading computer hardware and software is required. Knowledge of UNIX, HTML, WordPerfect, FolioViews, Novell, Dos, Windows and local area networks is highly desirable.

POSITION DESCRIPTION

TITLE: Computer Services Assistant (.5 FTE)

DEPARTMENT: Law Library Computer Lab and Media Center

PURPOSE AND SCOPE OF POSITION:

Responsible for technical and administrative work providing a variety of services to assist with effective use of computer hardware and software in the law library.

RESPONSIBLE TO: Associate Librarian

RESPONSIBLE TO: Electronic Services Librarian

DUTIES: Provides user support for student computer lab, librarians, and library staff.

Troubleshoots problems related to software and hardware use.

Printing documents from Lexis or Westlaw as needed, including daily and weekly awareness services.

Trains and advises library employees and law students in general system and equipment use.

Setting up bills, preparing invoices, and collecting and depositing fees for services rendered; keeping accounts.

Assists with equipment inventory and supplies for equipment.

Maintaining the library's service and other current awareness services for faculty.

Installs equipment and software.

Keep developing and maintaining Law Library web pages and charges.

Manages electronic reserve collection.

Making copies for ILL transactions as needed.

Sorting first class mail.

Writes and updates computer lab help sheets.

Proctoring.

Maintains and upgrades CD-ROM stations in the library.

Making.

Provides service for patrons in the Media Center.

QUALIFICATIONS: High school graduate; knowledge of basic library procedures, methods, and techniques; ability to deal with faculty and law firm patrons and to represent law.

QUALIFICATIONS: High school graduate; knowledge of principles, uses, and products of microcomputer systems, including application packages, operating systems, communication network capabilities, and equipment. Ability to establish and maintain effective working relationships with others.

Revised 5/29/96

POSITION DESCRIPTION

TITLE: Library Assistant II

DEPARTMENT: Outreach Services

PURPOSE AND SCOPE OF POSITION: To assist in extending library services to law faculty and to users beyond the GSU law school community, primarily by operating a fee-based photocopy service. Exercises independent judgment in performance of duties.

RESPONSIBLE TO: Associate Librarian

SUPERVISES: Not Applicable

DUTIES: Taking orders for photocopies, interpreting citations, locating materials needed, and making copies from hardcopy or microform sources

Printing documents from Lexis or Westlaw as needed, including daily and weekly awareness services

Setting up accounts, preparing invoices, and collecting and depositing fees for services rendered; keeping accounting records as required by University procedures

Maintaining the title page service and other current awareness services for faculty

Keeping detailed statistics of services and charges

Making copies for ILL transactions as needed

Sorting first class mail

Proctoring Final Exams for Law Faculty

Making daily run to Pullen Library

QUALIFICATIONS: High school graduate; knowledge of basic library procedures, methods, and techniques; ability to deal with faculty and law firm patrons and to represent the library favorably to outside users. Knowledge of law library collection; some knowledge of accounting procedures preferred.

Revised 5/29/96

Revised 5/24/95

POSITION DESCRIPTION

TITLE: Library Associate III

DEPARTMENT: Cataloging/Processing

PURPOSE AND SCOPE OF POSITION: To catalog English-language library materials using OCLC records supplied by the Library of Congress and to maintain catalog, shelflist, and authority records. Exercises discretionary judgment and considerable responsibility in performance of duties; applies and interprets cataloging rules and conventions.

RESPONSIBLE TO: Cataloging Librarian Librarian

SUPERVISES: Not Applicable

DUTIES: Searching OCLC database for bibliographic records; cataloging books, serials, microforms, and audio-visual material using OCLC records supplied by the Library of Congress

Editing and inputting cataloging records

Linking catalog records for new materials with item records in COLLI system; creating and maintaining shelflist and COLLI item records; withdrawing superseded volumes

Creating name and series authority records as needed

Creating periodical call numbers

Processing library materials rapidly and with a Verifying subject headings including stamping, targeting, and labelling as appropriate for the

Participating in discussions of procedures requiring the cooperation of two or more units within the Technical Services Department

Keeping appropriate statistics Faculty

Proctoring Final Exams for Law Faculty

QUALIFICATIONS: Performing other duties as assigned of library experience or six months library experience plus

QUALIFICATIONS: High school graduate; superior interpretive and problem-solving skills; ability to be accurate and pay close attention to detail; ability to exercise independent judgment within areas of responsibility using library methods and principles. College degree and relevant library experience or coursework preferred.

POSITION DESCRIPTION

TITLE: Library Assistant III (Serials/Accounting)

DEPARTMENT: Acquisitions/Processing

PURPOSE AND SCOPE OF POSITION: To assist in the acquisition of library materials by doing preorder searching, creating order records, maintaining order files, and receiving monographs; and to accomplish the processing of library materials. Exercises some independent judgment in performance of routine tasks.

RESPONSIBLE TO: Acquisitions/Serials Librarian

RESPONSIBLE TO: Acquisitions/Serials Librarian

SUPERVISES: Not Applicable

SUPERVISES: Not Applicable

DUTIES: Checking in serials

DUTIES: Verifying bibliographic information and availability of library materials for payment

Searching OCLC, catalog, and in-process file to avoid accidental duplication of orders

accounting records with library records

Inputting, editing, and verifying data entered on LAQ system; mailing purchase orders; maintaining order files

Maintaining serials encumbrance records in PC File

Checking in monographs

Resolving order and accounting problems with

Claiming and cancelling outstanding orders as needed

Returning monographs and serials to publishers as

Processing library materials rapidly and with a high degree of accuracy, including stamping, targeting, and labelling as appropriate for the type of material.

Performing other duties as assigned

Keeping appropriate statistics

QUALIFICATIONS: High school graduate; ability to type 35 wpm

Proctoring Final Exams for Law Faculty to be

accurate and pay close attention to detail. One

Performing other duties as assigned the library

experience and two years of college. Accounting

QUALIFICATIONS: or be High school graduate; one year of library experience or six months library experience plus two years of college; ability to type 35 wpm.

Revised 5/24/95

Revised 5/24/95

POSITION DESCRIPTION
POSITION DESCRIPTION

TITLE: Stacks Supervisor
TITLE: Library Assistant III (Serials/Accounting)
DEPARTMENT: Collection Maintenance
DEPARTMENT: Acquisitions/Serials
PURPOSE AND SCOPE OF POSITION: To oversee all collection
PURPOSE AND SCOPE OF POSITION: To check in serials; to
accomplish the accounting functions relating to
the acquisition of library materials; to contact
vendors regarding problem orders or invoices.
RESPONSIBLE TO: Exercises some independent judgment in performance
of routine tasks.
SUPERVISES: Student Assistants (shelvers and filers); LAI (.5
RESPONSIBLE TO: Acquisitions/Serials Librarian
SUPERVISES: Not Applicable
DUTIES: Checking in serials
Verifying and preparing invoices for payment
Recording cost of each item for internal
accounting records, and reconciling University
accounting records with library records
Posting payments in Kardex
Overseeing all other collection maintenance tasks,
Maintaining serials encumbrance records in PC File
shelving, maintaining new books area,
Resolving order and accounting problems with
vendors either by letter or by phone
Oversees all processing functions for new
Returning monographs and serials to publishers as
required accuracy of typed call number labels.
Proctoring Final Exams for Law Faculty, and
terminating student assistant shelvers and filers
Performing other duties as assigned.

QUALIFICATIONS: High school graduate; ability to type 35 wpm
and operate a 10-key calculator; ability to be
accurate and pay close attention to detail. One
year library experience, or six months library
experience and two years of college. Accounting
or bookkeeping background and interpretive and
problem-solving skills preferred.
QUALIFICATIONS: interpretive and problem-solving skills; ability
to be accurate and pay close attention to detail;
ability to exercise independent judgment within
areas of responsibility using library methods and
principles; ability to type 35 wpm. College
degree preferred.

Revised 5/24/95

5/29/96

POSITION DESCRIPTION

TITLE: Stacks Supervisor

DEPARTMENT: Collection Maintenance

PURPOSE AND SCOPE OF POSITION: To oversee all collection maintenance tasks. Exercises considerable independent judgment and responsibility in the performance of duties.

RESPONSIBLE TO: Public Services Librarian

SUPERVISES: Student Assistants (shelvers and filers); LAI (.5 FTE) in stacks maintenance (processing)

DUTIES:

- Ensuring the prompt and accurate shelving of all library materials, including Faculty Library materials
- Ensuring the prompt and accurate updating of library materials by pocket parts, replacement volumes, looseleaf pages, or other means of supplementation; and the appropriate handling of superseded materials. Includes materials located in faculty offices and Faculty Library
- Overseeing all other collection maintenance tasks, including shifting collection as needed, shelfreading, maintaining new books area, maintaining Faculty Library, etc.
- Oversees all processing functions for new materials and materials already in collection, ensuring accuracy of typed call number labels.
- Hiring, training, supervising, evaluating, and terminating student assistant shelvers and filers and LAI (.5 FTE) in stacks maintenance.
- Proctoring Final Exams for Law Faculty
- Performing other duties as assigned

QUALIFICATIONS: High school graduate; one year library experience and one year supervisory experience, or two years library experience; superior interpretive and problem-solving skills; ability to be accurate and pay close attention to detail; ability to exercise independent judgment within areas of responsibility using library methods and principles; ability to type 35 wpm. College degree preferred.

Position Description

TITLE:

Administrative Supervisor II, Circulation Pullen Library when problems with the system occur.

DEPARTMENT:

Circulation/ILL

PURPOSE & SCOPE OF POSITION:

Supervise the processing of Reserve materials. See that the is kept in good order. Also supervise the Lost & Found shelves

Supervise the daily operation of the Circulation Department and assist the Public Services and Law Librarian in planning for the overall operation of the Circulation Department. Manage ILL's. Exercise discretionary judgment and responsibility in directing the activities of the Circulation/ILL Departments.

RESPONSIBLE TO:

Public Services Librarian of detailed library usage statistics and distributing them on a monthly basis to the Public Services

SUPERVISES:

Library Assistant II, 3 half-time Library Assistant I's and Student Assistants

DUTIES:

Maintaining audio collection and equipment and assisting Schedules desk coverage of the Circulation Desk for 105 hours per week. Provides coverage of Circulation Desk on alternate evenings and weekends and also when Circulation Assistants are not available.

QUALIFICATIONS:

Hires, trains, supervises, evaluates and terminates Library Assistants and Student Assistants, working in Circulation, with input of Public Services Librarian and Law Librarian. Handles vacation requests, sick leave, and time sheets for the Circulation Department.

Organized Assists Public Services Librarian and Law Librarian in formulating and disseminating Circulation policies.

Handles all non law faculty ILL borrowing and lending. Maintains required records. Also maintains ILL statistics and provides Public Services Librarian with copy.

Maintains and updates Circulation Manual and ILL Manual.

Monitors overdue materials and sends out fines as required. Maintain records for fines. Collect and deposit fines. Place holds and recalls as needed.

Overseeing the COLLI automated circulation system and training Library & Student Assistants in its use. Also act as liaison with the Computer Center and the Pullen Library when problems with the system occur.

Supervise the processing or Reserve materials. See that the collection is kept in good order. Also supervise the Lost & Found shelves.

Supervise the maintenance of study room sign-in sheets & patron sign-in sheets and statistics. Provide Administrative Assistant with electronic information of Attorney Sign-In Register on a weekly basis.

Supervise the compilation of detailed library usage statistics and distributing them on a monthly basis to the Public Services Librarian.

Maintaining audio collection and equipment and assisting patrons with their use.

Performs other duties as assigned.

QUALIFICATIONS:

High School diploma required but college graduate preferred.

2 years of Library experience

2 years of supervisory experience

Computer experience

Written and verbal communication skills.

Organized

POSITION DESCRIPTION

TITLE: Library Assistant II

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: Provides courteous service to library patrons at the Circulation Desk. Assist Circulation Department in providing services to library patrons in a timely manner.

RESPONSIBLE TO: Administrative Supervisor II (Circulation)

SUPERVISES: Not Applicable (Student Assistants, upon absence of Circulation Supervisor).

DUTIES: Check materials in/out

Answer incoming calls and direct calls or take messages as needed

Provide locational information to patrons and refer other questions to Reference

Perform COLLI functions as required, including fine payments; system backup; assist in training other circulation staff in use of system; assist in resolving problems with system

Process materials for the Reserve Collection and maintain that collection in good order; communicating with Law faculty concerning Reserve material

Maintain reserve audio/video collection and equipment and assist patrons with their use

Design and update Library Information Series Using MacIntosh, Aldus Freehand, and Word Perfect

Research data and assist in converting reserve materials to electronic text maintenance of such, once the project is realized

Update student assistant training materials as needed

Proctoring Final Exams for Law Faculty

Perform other tasks as assigned

POSITION DESCRIPTION

QUALIFICATIONS: High school graduate; knowledge of basic library procedures, methods, and techniques; ability to deal with patrons in person and over the phone; six months library or office experience. Some college coursework preferred. Must be able to work without supervision and possess good judgement skills. Computer graphics skills (preferance given).

RESPONSIBLE TO: Stacks Supervisor

Revised 5/29/96

SUPERVISES: Not Applicable

DUTIES: Performs all processing functions; types call number labels for new books; prepares library materials for shelving through processing; coordinates repair of call number labels during shelving.

Works on various stacks maintenance tasks such as shifting materials, shelving, filing updates, and removing superseded materials.

Keeps appropriate statistics and performs other duties as assigned.

QUALIFICATIONS: High school graduate; strong organizational skills; ability to be accurate and pay close attention to detail. Some college coursework and library experience preferred.

1/8/98

POSITION DESCRIPTION

TITLE: Library Assistant II(.5 FTE)

DEPARTMENT: Stacks Maintenance (.5 FTE) (1 position)

PURPOSE AND SCOPE OF POSITION: Responsible for processing library materials; and stacks maintenance.

RESPONSIBLE TO: Stacks Supervisor

SUPERVISES: Not Applicable

DUTIES: Performs all processing functions; types call number labels for new books; prepares library materials for shelving through processing; coordinates repair of call number labels during shelfreading.

Works on various stacks maintenance tasks such as shifting materials, shelving, filing updates, and removing superseded materials.

Keeps appropriate statistics and performs other duties as assigned.

QUALIFICATIONS: High school graduate; strong organizational skills; ability to be accurate and pay close attention to detail. Some college coursework and library experience preferred.

1/8/98

POSITION DESCRIPTION

TITLE: Library Assistant I (.5 FTE) (3 positions)

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: Responsible for providing service to library users at Circulation Desk.

RESPONSIBLE TO: Administrative Supervisor II

SUPERVISES: Not Applicable

DUTIES:

- Check materials in/out
- Provide service for Reserve collection
- Answer incoming calls and direct calls or take messages as needed
- Provide locational information to patrons and refer other questions to Reference
- Learn and perform COLLI functions as required, including system backup
- Accept fine payments
- Assist in processing overdue notices and ILL transactions
- Open and close library (if assigned these hours)
- Perform other circulation tasks as assigned

QUALIFICATIONS: High school graduate; some knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the phone. Some college coursework preferred.

Revised 5/29/96